



**EMPLOYMENT OPPORTUNITY**  
**Management Analyst 4**  
**\$4014.00 – \$5266.00 Range: 57**

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**Recruitment # 1424-2011 Opens: March 7, 2011 Closes: March 18, 2011**

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**Job Summary**

**This recruitment is to fill a fulltime permanent position located in the Natural Resources Building in Olympia.**

Reporting to the Chief Information Officer, this position provides stewardship of the agency's core commercial fish and habitat data. The employee performs specialized analysis of business processes and workflow, consults with Program leaders to identify new business requirements, and leads agency efforts to implement service improvements to meet the needs of multiple core programs across the agency. Principal objectives and activities include:

- Reviewing data and database changes to correct erroneous information and provide ad-hoc and regular reporting of data in support of decisions for the establishment of fisheries;
- Ensuring effective overall operational execution of the day-to-day service requests, data entry, and other requests for service;
- Organizing, managing, and developing staff to achieve consistent results in meeting performance targets;
- Collaborating with multiple programs to resolve complex data management problems and issues;
- Developing and implementing long-term data management strategies for improving service delivery of core data across Fish, Habitat, and Wildlife programs;
- Analyzing current practices and developing new processes and systems, or implementing new technology to increase efficiency, effectiveness, accuracy, and speed of data collection and processing;
- Working with external entities to integrate systems and workflow in support of national, tribal, and other interests;
- Responding to commercial fishers and dealers record requests and requests of service.

Duties are typically performed within a 40 hour week from 8 to 5 M-F. Flexible hours may be approved consistent with business needs. Occasional evening and weekend work may also be required.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

## **Qualifications**

This position requires a bachelor's degree and at least three years of experience relevant to the competencies described below. Preferred qualifications include experience managing corporate data in a Microsoft SQL environment.

Key Competencies – the best qualified applicants will have experience and education that demonstrate:

1. Expert knowledge in work force management and data entry best practices
2. Advanced knowledge of project management methodology and best practices
3. Advanced knowledge of business process reengineering
4. Advanced knowledge of SQL for reporting and data extractions, including managing corporate data in a Microsoft SQL environment and building and maintaining SQL queries for data management
5. Working knowledge of database management practices
6. Working knowledge of imaging systems and workflow management systems
7. Expert communicator, verbally and in writing; able to coordinate and facilitate decision making, and work effectively with people in difficult situations, including de-escalation of sensitive issues
8. Supervisory, management, or leadership skills

## **How to Apply**

**As part of the application process, submit on separate WORD document a description of how you meet each one of the key competencies (1-8) above. Number and respond to each competency separately. Specify your work experience, completed training, and other accomplishments that demonstrate that you have the competency. Be specific in describing with whom you worked, issues involved, and your role in the process. Include job titles, employers, and schools attended, as appropriate. If you have no experience or training relative to a particular competency, just write "NA."**

Send this description of how you meet the competencies along with a completed state job application and letter of interest to [wdfwjjobs@dfw.wa.gov](mailto:wdfwjjobs@dfw.wa.gov). If you have questions about this recruitment, you may contact Margaret Gordon, Recruitment Specialist at 360-902-2209.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.